



SAFEGUARDING & CHILD PROTECTION POLICY FOR SCHOOLS & EDUCATIONAL SETTINGS & PROVIDERS OF EDUCATION SERVICES FOR CHILDREN & YOUNG PEOPLE

VERSION CONTROL

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Version: 2 Written by: Nici Cutler

Agreed by the Board of Trustees

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PART ONE: SAFEGUARDING POLICY

1.0 INTRODUCTION

Safeguarding and promoting the welfare of children and young people is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's/young people's health or development;
- Ensuring that young people are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all young people to have the best outcomes.
- Children includes everyone under the age of 18.

This means that our college is committed to safeguarding and promoting the welfare of all its students. We believe that:

- *Our young people have the right to be protected from harm, abuse and neglect*
- *That every young person has the right to an education and young people need to be safe and to feel safe in college*
- *Young people need support that matches their individual needs, including those who may have experienced abuse and those who have a disability*
- *Our young people have the right to express their views, feelings and wishes and voice their own values and beliefs*
- *Our young people should be encouraged to respect each other's values and support each other*
- *Our young people have the right to be supported to meet their emotional and social needs as well as their educational needs A happy, healthy, sociable young person will achieve better educationally.*
- *Our college will contribute to the prevention of abuse, victimisation, bullying (including homophobic, bi-phobic, trans-phobic and cyber-bullying), exploitation, extreme behaviours, discriminatory views and risk taking behaviours*

All staff and visitors have an important role to play in safeguarding young people and protecting them from abuse.

College will fulfil their local and national responsibilities as laid out in the following documents:

The most recent version of [Working Together to Safeguard Children \(DfE\)](#)

The most recent version of [Keeping Children Safe in Education: Statutory guidance for schools and colleges \(DfE Sept 2020\)](#)
[West Midlands Safeguarding Children Procedures](#)

[The Education Act 2002 s175](#)

[Sexting in Schools & Colleges – responding to incidents and safeguarding young people](#) (UKCCIS) 2016

In our college the following people will take the lead in these areas:

Our Data Protection office
Nici Cutler

Our lead for Mental Health is:
Nici Cutler

General Data Protection Legislation (2018)
https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en

Mental Health & Behaviour
<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>

Birmingham Criminal Exploitation & Gang Affiliation Practice Guidance (2018)
<https://www.birmingham.gov.uk/downloads/file/11545/birmingham-criminal-exploitation-and-gang-affiliation-practice-guidance-2018>

Preventing Serious Violent Crime (2019)
<https://www.gov.uk/government/publications/preventing-serious-violence-a-multi-agency-approach/preventing-serious-violence-summary>

Right Help Right Time (2018)
http://www.lscpbirmingham.org.uk/images/RHRT_2018/Right_Help_Right_Time_Guidance.pdf

Group	Name and Date of Last Training	By Whom
DSL / College Principal	Kim Everton, Sep 2018	CPD WS
DSP / College Vice Principal	Nici Cutler, Sep 2018	WS
DSP / Placement Co-ordinator	Ruth Martin, Sep 2020	WS
DSP / Student & family Support Worker	Sam Cooksey, Sep 2020	WS
Trust Board Member	Steve Hughes, Sep 2018	WS
Support Staff	Sep 2014, Sep 2015, Sep 2016, Sep 2017, Sep 2018, Sep 2019, Sep 2020	WS
Teaching Assistants	Sep 2014, Sep 2015, Sep 2016, Sep 2017, Sep 2018, Sep 2019, Sep 2020	DSP WS
Teaching Staff	Sep 2014, Sep 2015, Sep 2016, Sep 2017, Sep 2018, Sep 2019, Sep 2020	DSP WS
Safer Recruitment	Kim Everton, Oct 2016	NSPCC
	Steve Hughes, Oct 2016	NSPCC
	Nici Cutler, Jan 2019	NSPCC
Student & Family Support Worker	Sam Cooksey, January 2020	ESW
Prevent	Andrea Mason Wrap Training 2016	RB
	Staff October 2014 + updates as part of training 2017 – see certificates Staff update October 2018 + e-learning programme undertaken by all staff.	AM
	LTS Prevent awareness Sep 2018 Sep 2019	AM

Staff Information booklet and visitor information updated yearly.

2.0 OVERALL AIMS

This policy will contribute to the protection and safeguarding of our students and promote their welfare by:

- Clarifying standards of behaviour for staff and students
- Contributing to the establishment of a safe, resilient and robust ethos in the college, built on mutual respect and shared values
- Introducing appropriate work within the curriculum
- Encouraging students and parents to participate;
- Alerting staff to the signs and indicators that all may not be well
- Developing staff awareness of the causes of abuse
- Developing staff awareness of the risks and vulnerabilities their students face
- Addressing concerns at the earliest possible stage; and
- Reducing the potential risks students face of being exposed to violence, extremism, exploitation, discrimination or victimisation.

This means that in our college we will:

- *Identify and protect all our students but in particular our most vulnerable students. All of our students are considered vulnerable but some are more vulnerable than others and will appear on our most vulnerable list.*
- *Identify individual needs as early as possible; and*
- *Design plans to address those needs*
- *Work in partnership with students, parents/carers and other agencies.*

Our policy extends to any establishment our college commissions to deliver education to our students on our behalf including alternative provision settings.

This policy will contribute to the protection of our students by:

- *Including appropriate work within the curriculum;*
- *Implementing child protection policies and procedures; and*
- *Working in partnership with students, parents and agencies.*

Our Governing Body/Trust Board will ensure that any commissioned agency will reflect the values, philosophy and standards of our college. Confirmation should be sought from the college that appropriate risk assessments are completed and ongoing monitoring is undertaken.

3.0 GUIDING PRINCIPLES

These are the 7 guiding principles of safeguarding, as stated by Birmingham Safeguarding Children Board (found in Right Help Right time);

- Have conversations and listen to young people and their families as **early** as possible.
- Understand the child's/young person's lived experience.
- Work **collaboratively** to improve children's/young peoples life experience.
- Be **open**, honest and transparent with families in our approach.
- **Empower** families by working with them.

This means that in our college that all staff will be aware of the guidance issued by Birmingham Safeguarding Children Board in Right Help Right Time, and procedures for Early Help.

All staff will be enabled to listen and understand the lived experience of children and young people by facilitating solution based conversations appropriate to the students conversation style. This will include non verbal students who communicate via Makaton or talkers.

- Work in a way that builds on the families' **strengths**.
- Build **resilience** in families to overcome difficulties. Including support for students disabilities.

Also non verbal students who cannot use these forms of communication will be observed closely to notice changes in behaviour etc.

4.0 EXPECTATIONS

All staff and visitors will:

- Be familiar with this Safeguarding & Child Protection Policy
- Understand their role in relation to safeguarding
- Be subject to safer recruitment processes and checks, whether they are new staff, supply staff, contractors, volunteers etc.
- Be alert to signs and indicators of possible abuse (See Appendix 1 for current definitions and indicators)
- Record concerns on CPOMS and alert the DSL, or deputy DSL, and
- Deal with a disclosure of abuse from a young person in line with the guidance in Appendix 2 - you must inform the DSL immediately, and provide a written account as soon as possible, to be put on CPOMS.
- Be involved, where appropriate, in the implementation of individual College-focused interventions, Early Help assessments and Our Family Plans, Child In Need Plans and inter-agency Child Protection Plans

This means that in our college:

All our staff will receive annual safeguarding training and update briefings as appropriate. Key staff will undertake more specialist safeguarding training as agreed by the Governing Body/Trust Board.

Our Trustees will be subjected to an enhanced DBS check and 'section 128' check.

We will follow Safer Recruitment processes and checks for all staff.

5.0 THE DESIGNATED SAFEGUARDING LEAD (DSL)

- The DSL will be a member of the Senior Leadership Team. Whilst the activities of the DSL can be delegated to appropriately trained deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL. This responsibility should not be delegated.
- Governing bodies and proprietors should ensure that the DSL role is explicit in the role-holder's job description and appropriate time is made available to the DSL and deputy DSL(s) to allow them to undertake their duties.
- Safeguarding and Child Protection information will be dealt with in a confidential manner.
- Safeguarding records will be stored securely on CPOMS with only the safeguarding team having access to it. Paper records transferred from other settings will if relevant be transferred onto CPOMS and stored securely, separate from academic records. Individual files will be kept for each student: the college will not keep family files. Files will be kept for at least the period during which the student is attending the college, and beyond that in line with current data legislation and guidance.
- If a student moves from our college, Child Protection and Safeguarding records will be forwarded on to the DSL at the new college, with due regard to their confidential nature and in line with current government guidance on the transfer of such records. Direct contact between the two colleges may be necessary.
- Where possible records will be passed on by hand but if they need to be posted they will be sent by special/recorded delivery
- Where a vulnerable young person is moving to a Further Education Establishment, consideration should be given to the student's wishes and feelings regarding their child protection information being passed on in order that the FE establishment can provide appropriate support. In the case of students moving to own 19-25 provision information will continue to be stored on CPOMS.

This means the DSL team in our college will be:

Lead: Kim Everton

Deputies: Nici Cutler / Ruth Martin/ Sam Cooksey

Student & Family Support Worker: Sam Cooksey

Any steps taken to support a young person who has a safeguarding vulnerability must be reported to the lead DSL.

Staff will be informed of relevant details only when the DSL feels their having knowledge of a situation will improve their ability to support an individual young person and/or family. A written record will be made of what information has been shared, with whom, and when. When this completed it will be stored on CPOMS.

Because we use CPOMS and store our records electronically we do not hold paper files.

We will not disclose to a parent any information held on a young person if this would put the young person at risk of significant harm

We will record where and to whom the records have been passed and the date. This will allow the new setting to continue supporting victims of abuse and have that support in place for when the young person arrives.

Access to these records other than by the safeguarding leads and the Student & Family Support Worker will be restricted and a record kept of who has had access to them and for what purpose.

There may be occasions when professionals from other organisations request a chronology of events from us, if provided these must be signed for by the people receiving them and the Principal informed.

6.0 THE DESIGNATED TEACHER FOR LOOKED AFTER AND PREVIOUSLY LOOKED AFTER YOUNG PEOPLE

- The Board of Trustees must appoint a designated teacher (in non-maintained schools and colleges an appropriately trained teacher should take the lead) and should work with local authorities to promote the educational achievement of registered students who are looked after. On commencement of sections 4-6 of the Children and Social Work Act 2017, our designated teachers will have

In our college the Designated Teacher is: Kim Everton

Our Designated Teachers will:

- *Work with the Virtual college to provide the most appropriate support utilising the student premium plus to ensure they meet the needs identified in the students personal education plan.*

<p>responsibility for promoting the educational achievement of young people who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales.</p> <ul style="list-style-type: none"> • Birmingham Children’s Trust has on-going responsibilities to the young people who cease to be looked after and become care leavers. That includes keeping in touch with them, preparing an assessment of their needs and appointing a personal adviser who develops a pathway plan with the young person. This plan describes how the Birmingham Children’s Trust will support the care leaver to participate in education or training. 	<ul style="list-style-type: none"> • <i>Work with the virtual college head to promote the educational achievement of previously looked after young people. In other schools and colleges, an appropriately trained teacher should take the lead.</i> <p><i>Our DSL’s will keep the details of Birmingham Children’s Trust Personal Advisor appointed to guide and support the care leaver, and will liaise with them as necessary regarding any issues of concern affecting the care leaver</i></p>
<p>7.0 Mental Health</p> <ul style="list-style-type: none"> • KCSiE 2020 also writes about the impact of abuse, neglect, or other potentially traumatic adverse childhood experiences on mental health, behaviour and education. 	<p><i>In our college this means that:</i></p> <ul style="list-style-type: none"> • <i>All staff will be made aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation;</i> • <i>All staff will take immediate action and speak to a DSL if they have a mental health concern about a child that is also a safeguarding concern.</i>

<p>8.0 THE BOARD OF TRUSTEES</p> <p>The Board of Trustees and proprietors should ensure that there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote young people’s welfare;</p> <ul style="list-style-type: none"> • The college operates “Safer Recruitment” procedures and ensures that appropriate checks are carried out on all new staff and relevant volunteers, including trustee members. • The Principal and all other staff who work with young people undertake safeguarding training on an annual basis with additional updates as necessary within a 2-year framework and a training record maintained. • Temporary staff and volunteers are made aware of the college’s arrangements for safeguarding & child protection and their responsibilities • The college remedies any deficiencies or weaknesses brought to its attention without delay; and • The Trust Board have a written policy and procedures for dealing with allegations of abuse against members of staff, visitors, volunteers or governors/trust board members that complies with all BSCB procedures. • The Nominated Trust Board Member is responsible for liaising with the Principal and DSL over all matters regarding safeguarding and child protection issues. The role is strategic rather than operational – they will not be involved in concerns about individual /students. 	<p><i>In our college this means that:</i></p> <p><i>All trustees must have read part 2 of “KCSIE-20”</i></p> <p><i>Our nominated Trust Board Member for Safeguarding is:</i> <i>Name: Calvin Hussey</i></p> <p><i>This Trustee will receive safeguarding training relevant to the trustee and this will be updated every 2 years.</i></p> <p><i>The Board of Trustees will review all policies/procedures that relate to safeguarding and child protection annually.</i></p> <p><i>A member of our Board of Trustees (usually the Chair) is nominated to be responsible for liaising with Birmingham Children’s Trust in the event of allegations of abuse being made against the College Principal</i></p> <p><i>The nominated trust board member will liaise with the College Principal and the DSL to produce a report at least annually for the board of trustees (a detailed report is presented by the DSL at every board trust meeting) and ensure the annual Section 175 safeguarding</i></p>
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	<i>self-assessment is completed and submitted on time.</i>
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<p>9.0 SAFER RECRUITMENT & SELECTION</p> <p>The college should pay full regard to ‘Safer Recruitment’ practice including scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.</p> <p>It also includes undertaking interviews and appropriate checks including disclosure & barring check, barred list checks and prohibition checks. Evidence of these checks must be recorded on our Single Central Record.</p> <p>All recruitment materials will include reference to the school’s/college’s commitment to safeguarding and promoting the wellbeing of students.</p>	<p><i>This means that in our college:</i></p> <p><i>The following college staff have undertaken Safer Recruitment training:</i></p> <p><i>1 Kim Everton</i> <i>2 Nici Cutler</i></p> <p><i>And the following members of the Trust Board have also been trained:</i></p> <p><i>1 Steve Hughes</i></p> <p><i>One of these will be involved in all staff recruitment processes and sit on the recruitment panel.</i></p>
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<p>9.1 Induction</p> <p>All staff must be aware of systems within their setting which support safeguarding and these should be explained to them as part of staff induction.</p> <p>9.2 Staff Support</p> <p>Regular supervision will be offered to the Lead DSL within college, usually half-termly and may be extended to other members of staff as deemed appropriate by the college.</p>	<p><i>Our staff induction process will cover:</i></p> <ul style="list-style-type: none"> • <i>The Safeguarding & Child Protection policy;</i> • <i>The Behaviour Policy;</i> • <i>The Staff Code of Conduct Policy</i> • <i>The safeguarding response to young people who go missing from education; and</i> • <i>The role of the DSL (including the identity of the DSL and any deputies).</i> <p><i>Copies of policies and a copy of Part one of the KSCIE-20 document are provided to staff at induction.</i></p> <p><i>We recognise the stressful and traumatic nature of safeguarding and child protection work. We will support staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.</i></p>
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10.0 THE USE OF REASONABLE FORCE

There are circumstances when it is appropriate for staff in college to use reasonable force to safeguard children and young people. The term 'reasonable force' covers the broad range of actions used by staff that involves a degree of physical contact to control or restrain young people. This can range from guiding a young person to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury.

'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between students or blocking a pupil's/student's path, or active physical contact such as leading a student by the arm out of the classroom. Departmental advice for schools/college is available here: <https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

This means in our college:

That planning positive and proactive behaviour support, will reduce the occurrence of challenging behaviour and the need to use reasonable force. (For instance drawing up individual behaviour or risk management plans for students who pose a risk, and agreeing them with parents and carers)

We will write individual behaviour/risk reduction plans for students who may display unacceptable behaviour, and agree them with parents and carers.

We will not have a 'no contact' policy as this could leave our staff unable to fully support and protect their students.

When using reasonable force in response to risks presented by incidents involving young people including any with SEN or disabilities, or with medical conditions, our staff will consider the risks carefully taking these additional factors into account as the majority of our students will come under one of these categories.

11.0 THE COLLEGE ROLE IN THE PREVENTION OF ABUSE

This Safeguarding & Child Protection Policy cannot be separated from the general ethos of the college, which should ensure that students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.

Safeguarding issues will be addressed through all areas of the curriculum, **including online safety**.

This means that in our college:

We will provide opportunities for students to develop skills, concepts, attitudes and knowledge that promote their safety and well-being.

All our policies which address issues of power and potential harm, for example Anti-Bullying, Discrimination, Equal Opportunities, Handling, Positive Behaviour, Intimate Care will be inter-linked to ensure a whole college approach.

Relevant issues can also be addressed through other areas of the curriculum.

Because our students are taught in small groups, issues can also be addressed during lesson time.

12.0 WHAT WE WILL DO WHEN WE ARE CONCERNED - EARLY HELP RESPONSE

Where unmet needs have been identified for a young person utilising the Right Help Right Time (RHRT) model but there is no evidence of a significant risk. The DSL will add the young

This means that in our college we will:

Add the young person to our records of young people with safeguarding vulnerabilities.

person to our records of young people with a safeguarding vulnerability, and support staff to deliver an Appropriate Early Help intervention the DSL will make simple and reasonable adjustments within the educational setting. This may be all that is needed to address the unmet needs.

The college will utilise the Signs of Safety and Wellbeing practice framework and the 3 columns of the Early Help Conversation Log (where appropriate and useful).

College-focused plan (2nd page of the EH Conversation Log, or other documents used) will then be regularly reviewed and updated to record progress towards the goals until the unmet safeguarding needs have been addressed.

Where a multi-agency Early Help response is required in order to meet the unmet safeguarding need, the college will set up an Early Help assessment and an Our Family Plan. They will register these documents with the Early Help Support Team.

Should it be felt that a Think Family or Social Care response is needed to meet the unmet safeguarding need; the DSL will initiate a Request for Support, seeking advice from Children's Advice and Support Service (CASS) as required.

The DSL will then oversee the agreed intervention from college as part of the multiagency safeguarding response and ongoing college-focused support.

Support our college staff to deliver an appropriate Early Help response. This where possible will be documented in an appropriate format such as the '3 columns/Houses' and added to the young person's file. However because the three houses system is not suitable for all of our students (non- verbal or students who cannot express themselves in an age appropriate manner) other forms of documentation will be used such as observation reports, simple conversations etc.

We will develop a college-focused action plan with the young person and parent/carer as appropriate, utilising the Signs of Safety and Wellbeing practice framework and the Early Help Conversation Log, information will also be recorded on CPOMS.

The DSL will generally lead on liaising with other agencies and setting up the Our Family Plan. This multi-agency plan will then be reviewed regularly and progress updated towards the goals until the unmet safeguarding needs have been addressed.

In our college although any member of staff can refer a situation to CASS, it is expected that in the first instance all are passed through the DSL team

13.0 SAFEGUARDING STUDENTS WHO ARE VULNERABLE TO RADICALISATION

With effect from 1st July 2015, all schools/colleges are subject to a duty to have "due regard to the need to prevent people being drawn into terrorism" (section 26, Counter Terrorism and Security Act 2015). This is known as The Prevent Duty.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are in Appendix 4.

This means that in our college:

Values freedom of speech and the expression of beliefs and ideology as fundamental rights underpinning our society's values. Students and teachers have the right to speak freely and voice their opinions.

However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The college seeks to protect young people against the messages of all violent extremism from all sectors of the population.

13.1 Risk Reduction

We are clear that this exploitation and radicalisation must be viewed as a

The trust board, Principal and the DSL will assess the level of risk within the college and put actions in place to reduce that risk. Risk assessment may include consideration of the college's RE curriculum, SEND policy, Assembly Policy, the use of college premises by external agencies, integration of students by gender and SEN, anti-bullying policy and other issues specific to the college's profile, community and philosophy. To this end, open source due diligence checks will be undertaken on all external speakers invited to our college. An example of this can be found at:
https://www.birmingham.gov.uk/downloads/download/773/the_prevent_duty

The setting is required to identify a Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: this will normally be the DSL. The responsibilities of the SPOC are described in Appendix 5

The college will monitor online activity to ensure that inappropriate sites are not accessed by students or staff.

There is no single way to identify an individual who is likely to be susceptible to an extremist ideology. Specific background factors may contribute to vulnerability and are often combined with specific needs for which an extremist group may appear to provide answers.

The college has a duty to cooperate with the Channel programme in the carrying out of its functions, and with the Police in providing information about an individual who is referred to Channel (Section 38, Counter Terrorism and Security Act 2015).

13.2 Channel

Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the West Midlands Police Counter-Terrorism Unit, and it aims to:

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.

Further guidance about duties relating to the risk of radicalisation is available in the Advice for Schools on [The Prevent Duty](#).

safeguarding concern and that protecting young people from the risk of radicalisation from any group (including, but not restricted to, those linked to Islamist ideology, or to Far Right/Neo-Nazi/White Supremacist, Domestic Terrorism, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements) is part of our school's/college's safeguarding duty.

*The SPOC for our college is:
Kim Everton*

All staff within our college will be alert to changes in a young person's behaviour or attitude which could indicate that they are in need of help or protection.

The use of social media has become a relevant factor in the radicalisation of young people. Our college will monitor students online usage.

Our college will make referrals to Channel if we are concerned that an individual might be vulnerable to radicalisation

14.0 STUDENTS WHO ARE VULNERABLE TO EXPLOITATION, TRAFFICKING, OR SO CALLED

This means that in our college we ensure:

'HONOR BASED' VOILENCE (INCLUDING FEMALE GENITAL MUTILATION AND FORCED MARRIAGE)

With effect from October 2015, all schools/colleges are subject to a mandatory reporting requirement in respect of female genital mutilation (FGM). When a staff member suspects or discovers that an act of FGM is going to be or has been carried out on a girl aged under 18, that staff member has a statutory duty to report it to the Police.

Failure to report such cases will result in disciplinary sanctions.

The staff member will also discuss the situation with the DSL who will consult Birmingham Adult Social Services before a decision is made as to whether the mandatory reporting duty applies.

Our staff (including our Student & Family Support Worker) are supported to talk to families and local communities about sensitive concerns in relation to their young people and to find ways to address them together wherever possible.

All staff are up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation around;

- *Forced Marriage*
- *FGM*
- *Trafficking*
- *Criminal Exploitation & Gang Affiliation*

Our staff will be supported to recognise warning signs and symptoms in relation to each specific issue, and include such issues, in an age appropriate way, in their lesson plans.

15.0 YOUNG PEOPLE MISSING FROM EDUCATION

A young person going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; young person criminal exploitation; mental health problems; substance abuse and other issues. Early intervention is necessary to identify the existence of any underlying safeguarding risks and to help prevent the risk of them going missing in future.

Work around attendance and Missing from Education will be co-ordinated with safeguarding interventions.

The college must notify the Local Authority of any student who fails to attend college regularly after making reasonable enquiries, or has been absent without permission for a continuous period of 3 days or more.

The college (regardless of designation) must also notify the Local Authority of any student who is to be deleted from the admission register because s/he:

- Has been taken out of college by their parents and is being educated outside the college system (e.g. home education)
- Has ceased to attend college and no longer lives within a reasonable distance of the college at which s/he is registered (moved within the city, within the country or moved abroad but failed to notify the college of the change)
- Displaced as a result of a crisis e.g. domestic violence or homelessness

This means that in our college we will:

Hold two or more emergency contact numbers for each student.

All our attendance work will liaise closely with the DSL.

We will use the authorities Fast Track System which has been adapted to reflect our own college needs.

We will adapt our attendance monitoring on an individual basis to ensure the safety of each young person at our college.

Our college will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of students that would be considered 'missing'.

We will work closely with the CME Team, College Admissions Service and the Elective Home Education Team.

<ul style="list-style-type: none"> • Has been certified by the college medical officer as unlikely to be in a fit state of health to attend college before ceasing to be of compulsory college age, and neither s/he nor his/her parent has indicated the intention to continue to attend the college after ceasing to be of compulsory college age • Is in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe that s/he will return to the college at the end of that period • Has been permanently excluded 	
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<p>16.0 PEER ON PEER ABUSE</p> <p>It is important that school and college can recognise that young people are capable of abusing their peers, and that this abuse can include physical abuse, sexting, initiation / hazing, sexual violence, harassment, bullying and upskirting. The school's/college's values, ethos and behaviour policies provide the platform for staff and students to clearly recognise that abuse is abuse and should never be tolerated or diminished in significance. It should be recognised that there is a gendered nature to peer on peer abuse i.e. that it is more likely that girls will be victims and boys perpetrators.</p> <p>Schools/colleges should recognise the impact of sexual violence and the fact young people can, and sometimes do, abuse their peers in this way. When referring to sexual violence this policy is referring to sexual offences under the Sexual Offences Act 2003 as described below:</p> <ul style="list-style-type: none"> • Rape: A person (A) commits an offence of rape if: there is intentional penetration of the vagina, anus or mouth of another person (B) with his penis, (B) does not consent to the penetration and (A) does not reasonably believe that (B) consents. • Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina, anus or mouth of another person (B) with a part of her/his body or anything else, the penetration is sexual, (B) does not consent to the penetration and (A) does not reasonably believe that (B) consents. • Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, (B) does not consent to the touching and (A) does not reasonably believe that (B) consents. 	<p><i>This means that in our college:</i></p> <p><i>We will not tolerate instances of peer on peer abuse and will not pass it off as “banter”, “just having a laugh” or “part of growing up”.</i></p> <p><i>We will follow both national and local guidance and policies to support any young people subject to peer on peer abuse, including sexting (also known as youth produced sexual imagery) and gang violence.</i></p> <p><i>We will follow the guidance on managing reports of child-on-child sexual violence and sexual harassment in schools/colleges.</i></p> <p><i>We will utilise the Children who pose a Risk to Children School Safety Plan produced by the local authority but will at the same time be aware of the extra vulnerability of our students.</i> https://www.birmingham.gov.uk/downloads/file/9504/children-who-pose-a-risk-to-children</p> <p><i>Our DSL will follow local guidance to enable provision of effective support to any young person affected by this type of abuse.</i> https://www.birmingham.gov.uk/downloads/file/8321/responding-to-hsb-school-guidance</p>
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<p>17.0 CRIMINAL EXPLOITATION & GANG AFFILIATION</p> <p>Criminal exploitation interlinks with a number of multiple vulnerabilities and offences including a young person being</p>	<p><i>This means that in our college we will follow the Criminal Exploitation & Gang Affiliation Practice Guidance issued in 2019 (see link</i></p>
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exposed to and/or the victim of physical and emotional violence, neglect, poor attendance, sexual abuse and exploitation, modern slavery, human trafficking and missing episodes.

It is important that young people who are criminally exploited are seen as victims and not treated as criminals, and treated through safeguarding and child protection procedure.

Work to address criminal exploitation is covered by relevant legislation including:

- Crime & Disorder Act – 1998
- Children Act – 2004
- Serious Crime Act – 2015
- Modern Slavery Act – 2015
- Criminal Finances Act – 2017
- Children & Social Work Act – 2017

And the new Working Together (2018) requires agencies support vulnerable people within the context of the wider safeguarding agenda.

below) and use the risk assessment screening tool to support our referrals to CASS for any young people in our college we are concerned about.

<https://www.birmingham.gov.uk/downloads/file/11545/gang-affiliation-practice-guidance-2018>

We will be aware of and work with the Police and local organisations to disrupt as much as possible criminal exploitation activity within our college.

18.0 Serious Violence

All staff should be aware of indicators, which may signal that students are at risk from serious crime. These may include increased absence from school, a change of friendship or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a change in wellbeing etc.

Unexplained injuries or unexplained gifts could also indicate that students have been approached by or are involved with individuals associated with criminal networks or gangs. All staff should be aware of the associated risks and understand the measures in place to manage these.

Advice for college's is provided in the Home Office's preventing youth violence and gang involvement and its criminal exploitation of vulnerable people:

The Advice our college will follow is provided in the Home Office Documents:

Preventing youth violence and gang involvement.

Criminal exploitation of children and vulnerable Adults: County lines guidance.

19.0 Domestic Abuse

The cross- government definition of domestic violence and abuse is: Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been intimate partners or family members regardless of gender or sexuality. The abuse can encompass but is not limited to:

Advice on domestic Abuse can be found at the following.

NSPCC UK Domestic-abuse Signs Symptoms Effects.

<p>psychological physical sexual financial emotional</p> <p>Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young and can also occur within their personal relationships, as well as in context of their home life.</p>	<p><i>Refuge what is domestic violence/effects on children</i></p> <p><i>Safe lives – Young people and domestic abuse.</i></p>
<p>20.0 Up Skirting</p> <p>Up skirting typically involves taking a photograph under a person’s clothing without their knowledge, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence.</p>	<p><i>The response to a report of sexual violence or harassment. The initial response to a report from a child is important. It is essential that all victims are reassured that they are being taken seriously and that they should be supported and kept safe. They should not be given the impression that they are creating a problem or made to feel ashamed for making a report.</i></p>

PART 2: THE KEY PROCEDURES

RESPONDING TO CONCERNS ABOUT A YOUNG PERSON

In our college [The Hive College]
Our DSL(s) are [Kim Everton, Nici Cutler, Ruth Martin, Sam Cooksey]
Our safeguarding governor is Calvin Hussey

CONCERN ABOUT A YOUNG PERSON:

- **Speak to Designated Safeguarding Lead (DSL) if urgent.**
- Record on electronic recording system (CPOMs).

DSL(s) review concerns and decide next steps referring to Right Help Right Time (RHRT)

- Consider discussing concerns with parent / carers and seek consent where appropriate.
- Consider completing Early Help Assessment (EHA).

At any point consider seeking advice:

Adult Social Services (ACAP)
Email: CSAdultSocialCare@birmingham.gov.uk
<https://birmingham.mylifeportal.co.uk/form/contactassessment3#!/onbehalf>
of
In case of emergency phone police on 999

Universal / Universal+

Continue with early help process using the EHA as appropriate

Universal+/Additional

Continue with early help process using the EHA as appropriate. Consider request for support from Think Family (TF) service.

Complex & Significant

Request for Support submitted to ACAP for a multi agency strategy discussion

21.0 INVOLVING PARENTS/CARERS

21.1 In general, we will discuss any Safeguarding or Child Protection concerns with parents/carers before approaching other schools, colleges or agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the DSL.

21.1.2 However there may be occasions when the college will contact another college or agency **before** informing parents/carers because it considers that contacting them may increase the risk of significant harm to the young person.

121.2 Parents/carers will be informed about our Safeguarding & Child Protection Policy through *college prospectus, website, newsletter.*

22.0 MULTI-AGENCY WORK

22.1 We work in partnership with other agencies in line with Right Help Right Time to promote the best interests of our young people and keep them as a top priority in all decisions and actions that affect them. Our college will, where necessary, liaise with these agencies to implement or contribute to an Early Help Assessment and Our Family Plan and make requests for support from Birmingham Children's Trust. These requests will be made by the DSL to the Children's Advice and Support Service (CASS) - 0121 303 1888. Where the young person already has a safeguarding Social Worker or Family Support Worker, concerns around escalation of risks must be reported immediately to the Social/ family support worker, or in their absence, to their team manager.

22.2 When invited the DSL will participate in a MASH strategy meeting, usually by conference phone, adding school-held data and intelligence to the discussion so that the best interests of the young person are met.

22.3 We will co-operate with any safeguarding enquiries conducted by Birmingham Children's Trust: the college will ensure representation at appropriate inter-agency meetings.

22.4 We will provide reports as required for these meetings (17.3). If the college is unable to attend, a written report will be sent and shared with Birmingham Children's Trust at least 24 hours prior to the meeting.

22.5 Where a student is subject to an inter-agency Child Protection Plan or a multi-agency risk assessment conference (MARAC) meeting, the college will contribute to the preparation, implementation and review of the plan as appropriate.

23.0 OUR ROLE IN SUPPORTING YOUNG PEOPLE

23.1 Our college staff will offer appropriate support to individual students who have experienced abuse, who have abused others (peer on peer abuse) or who act as Young Carers in their home situation.

23.2 An Our Family Plan will be devised, implemented and reviewed regularly for these young people. This Plan will detail areas of support, who will be involved, and the child's/young person's wishes and feelings. A copy of the Plan will be kept in the child's/young person's safeguarding record.

23.3 Children and young people who abuse others will be responded to in a way that meets their needs as well as protecting others within the college community through a multi-agency risk

assessment. Within our college we will ensure that the needs of children and young people who abuse others will be considered separately from the needs of their victims.

23.4 We will ensure the college works in partnership with parents/carers and other agencies as appropriate.

24.0 RESPONDING TO AN ALLEGATION ABOUT A MEMBER OF STAFF

See also Birmingham Safeguarding Children Board Procedures on [Allegations against Staff and Volunteers](#).

24.1 This procedure must be used in any case in which it is alleged that a member of staff, trust board member, visiting professional or volunteer has:

- Behaved in a way that has harmed a young person or may have harmed a young person;
- Possibly committed a criminal offence against or related to a young person; or
- Behaved in a way that indicates s/he is unsuitable to work with young people.

24.2 Although it is an uncomfortable thought, it needs to be acknowledged that there is the potential for staff in college to abuse students.

25.3 All staff working within our organisation must report any potential safeguarding concerns about an individual's behaviour towards children and young people immediately.

25.3.1 Allegations or concerns about staff, colleagues and visitors must be reported directly to the College Principal who will liaise with the Birmingham Children's Trust Designated Officer (LADO) Team who will decide on any action required.

25.3.2 If the concern relates to the Principal, it must be reported immediately to the Chair of the Board of Trustees, who will liaise with the Designated Officer in Birmingham Children's Trust (LADO) and they will decide on any action required.

25.3.3 If the safeguarding concern relates to the proprietor of the setting then the concern must be made directly to the Birmingham Children's Trust Designated Officer (LADO) Team who will decide on any action required.

26.0 YOUNG PEOPLE WITH ADDITIONAL NEEDS

26.1 Our college recognises that all students have a right to be safe. Some students may be more vulnerable to abuse, for example those with a disability or special educational need, those living with domestic violence or drug/alcohol abusing parents, etc.

26.2 When the college is considering excluding, either for a fixed term or permanently, a vulnerable student or one who is the subject of a Child Protection Plan, or where there is an existing Child Protection file, we will conduct an holistic multi-agency risk-assessment prior to making the decision to exclude. In the event of a one-off serious incident resulting in an immediate decision to exclude, the risk assessment should be completed prior to convening a meeting of the Trust Board.

27.0 YOUNG PEOPLE IN SPECIFIC CIRCUMSTANCES

27.1 Private Fostering

27.1.1 Many adults find themselves looking after someone else's young person without realising that they may be involved in private fostering. A private fostering arrangement is one that is made privately (that is to say without the involvement of Birmingham Children's Trust) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or immediate relative. If the arrangement is to last, or has lasted, for 28 days or more, it is categorised as private fostering.

- 27.1.2 The Children Act 1989 defines an immediate relative as a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage or civil partnership), or a step parent.
- 27.1.3 People become involved in private fostering for all kinds of reasons. Examples of private fostering include:
- Young people who need alternative care because of parental illness;
 - Young people whose parents cannot care for them because their work or study involves long or antisocial hours;
 - Young people sent from abroad to stay with another family, usually to improve their educational opportunities;
 - Unaccompanied asylum seeking and refugee young people;
 - Teenagers who stay with friends (or other non-relatives) because they have fallen out with their parents;
 - Young people staying with families while attending a college away from their home area.
- 27.1.4 There is a mandatory duty on the college to inform Birmingham Children’s Trust of a private fostering arrangement - this is done by contacting CASS (0121 303 1888). The Trust then has a duty to check that the young person is being properly cared for and that the arrangement is satisfactory.

28.0 LINKS TO ADDITIONAL INFORMATION ABOUT SAFEGUARDING ISSUES AND FORMS OF ABUSE

- 28.1 Staff who work directly with young people, and their leadership team should refer to this information
- 28.2 Guidance on children in specific circumstances found in Annex A of KCSIE- 18, and additional resources as listed below:

Issue	Guidance	Source
Abuse	http://westmidlands.procedures.org.uk/pkphz/regional-safeguarding-guidance/abuse-linked-to-faith-or-belief http://westmidlands.procedures.org.uk/pkost/regional-safeguarding-guidance/domestic-violence-and-abuse http://westmidlands.procedures.org.uk/pkphl/regional-safeguarding-guidance/neglect 2.26 Children who abuse others West Midlands Safeguarding Children Group	West Midlands Safeguarding Children Procedures
Bullying	http://westmidlands.procedures.org.uk/pkphh/regional-safeguarding-guidance/bullying#	West Midlands Safeguarding Children Procedures
Children and the Courts	https://www.gov.uk/government/publications/young-witness-booklet-for-5-to-11-year-olds https://www.gov.uk/government/publications/young-witness-booklet-for-12-to-17-year-olds	MoJ advice
Missing from Education, Home or Care	http://westmidlands.procedures.org.uk/pkpls/regional-safeguarding-guidance/children-missing-from-care-home-and-education http://westmidlands.procedures.org.uk/pkotx/regional-safeguarding-guidance/children-missing-education-cme	West Midlands Safeguarding Children Procedures
Family Members in Prison	https://www.nicco.org.uk/	Barnardos in partnership with Her Majesty’s Prison and Probation Service (HMPPS)
Drugs	http://policeandschools.org.uk/KNOWLEDGE%20BASE/Psychoactive%20Substances.html	Birmingham Police and Schools Panels

	http://policeandschools.org.uk/KNOWLEDGE%20BASE/alcohol.html http://westmidlands.procedures.org.uk/pkpzo/regional-safeguarding-guidance/children-of-parents-who-misuse-substances	
Domestic Abuse	http://westmidlands.procedures.org.uk/pkpost/regional-safeguarding-guidance/domestic-violence-and-abuse	West Midlands Safeguarding Children Procedures
Child Exploitation	http://westmidlands.procedures.org.uk/pkpll/regional-safeguarding-guidance/child-sexual-exploitation http://westmidlands.procedures.org.uk/pkpsx/regional-safeguarding-guidance/trafficked-children Birmingham Criminal Exploitation & Gang Affiliation Practice Guidance (2018) https://www.birmingham.gov.uk/downloads/file/11545/birmingham_criminal_exploitation_and_gang_affiliation_practice_guidance_2018	West Midlands Safeguarding Children Procedures WMP, BCSP, BCT
Homelessness	https://www.gov.uk/government/publications/homelessness-reduction-bill-policy-factsheets	HCLG
Health & Wellbeing	http://westmidlands.procedures.org.uk/pkpht/regional-safeguarding-guidance/self-harm-and-suicidal-behaviour https://www.birmingham.gov.uk/downloads/file/9462/medicine_in_schools_feb_2018	West Midlands Safeguarding Children Procedures BCC Education Safeguarding
Online	https://www.birmingham.gov.uk/downloads/file/8446/sexting_flow_chart_feb_2017 http://policeandschools.org.uk/onewebmedia/Searching%20Screening%20&%20Confiscation%20Jan%202018.pdf https://www.gov.uk/government/publications/teaching-online-safety-in-schools 2.5 Online safety: Children exposed to abuse through digital media West Midlands Safeguarding Children Group	BCC Education Safeguarding Birmingham Police and Schools Panels
Private Fostering	https://www.birmingham.gov.uk/downloads/file/2792/private_fostering_in_birmingham_information_for_professionals	BCC
Radicalisation	http://westmidlands.procedures.org.uk/pkpzt/regional-safeguarding-guidance/safeguarding-children-and-young-people-against-radicalisation-and-violent-extremism	West Midlands Safeguarding Children Procedures
Violence	http://westmidlands.procedures.org.uk/pkplh/regional-safeguarding-guidance/sexually-active-children-and-young-people-including-under-age-sexual-activity https://www.birmingham.gov.uk/downloads/file/8321/responding_to_hsb_school_guidance https://www.birmingham.gov.uk/downloads/file/9504/children_who_pose_a_risk_to_children http://policeandschools.org.uk/KNOWLEDGE%20BASE/secondary_menu.html http://westmidlands.procedures.org.uk/pkpzs/regional-safeguarding-guidance/children-affected-by-gang-activity-and-youth-violence https://www.gov.uk/government/policies/violence-against-women-and-girls 2.24 Honour-based violence West Midlands Safeguarding Children Group	West Midlands Safeguarding Children Procedures BCC Education Safeguarding Birmingham Police and Schools Panels

APPENDICES

APPENDIX 1 - DEFINITIONS AND INDICATORS OF ABUSE

1. NEGLECT

Neglect is the persistent failure to meet a child's/young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child's/young person's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a young person from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's/young person's basic emotional needs.

The following may be indicators of neglect (this is not designed to be used as a checklist):

- Constant hunger
- Stealing, scavenging and/or hoarding food
- Frequent tiredness or listlessness
- Frequently dirty or unkempt
- Often poorly or inappropriately clad for the weather
- Poor college attendance or often late for college
- Poor concentration
- Affection or attention seeking behaviour
- Illnesses or injuries that are left untreated
- Failure to achieve developmental milestones, for example growth, weight
- Failure to develop intellectually or socially
- Responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings
- The young person is regularly not collected or received from college
- The young person is left at home alone or with inappropriate carers

2. PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a young person.

The following may be indicators of physical abuse (this is not designed to be used as a checklist):

- Multiple bruises in clusters, or of uniform shape
- Bruises that carry an imprint, such as a hand or a belt
- Bite marks
- Round burn marks
- Multiple burn marks and burns on unusual areas of the body such as the back, shoulders or buttocks;
- An injury that is not consistent with the account given
- Changing or different accounts of how an injury occurred

- Bald patches
- Symptoms of drug or alcohol intoxication or poisoning
- Unaccountable covering of limbs, even in hot weather
- Fear of going home or parents being contacted
- Fear of medical help
- Fear of changing for PE
- Inexplicable fear of adults or over-compliance
- Violence or aggression towards others including bullying
- Isolation from peers

3. SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the young person is aware of what is happening. The activities may involve physical contact, including assault by rape and/or penetration or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging young people to behave in sexually inappropriate ways, or grooming a young person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other young people.

The following may be indicators of sexual abuse (this is not designed to be used as a checklist):

- Sexually explicit play or behaviour or age-inappropriate knowledge
- Anal or vaginal discharge, soreness or scratching
- Reluctance to go home
- Inability to concentrate, tiredness
- Refusal to communicate
- Thrush, persistent complaints of stomach disorders or pains
- Eating disorders, for example anorexia nervosa and bulimia
- Attention seeking behaviour, self-mutilation, substance abuse
- Aggressive behaviour including sexual harassment or molestation
- Unusual compliance
- Regressive behaviour, enuresis, soiling
- Frequent or openly masturbating, touching others inappropriately
- Depression, withdrawal, isolation from peer group
- Reluctance to undress for PE or swimming
- Bruises or scratches in the genital area

4. SEXUAL EXPLOITATION

Child Sexual Exploitation occurs when a child or young person, or another person, receives “something” (for example food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of the young person performing sexual activities, or another person performing sexual activities on the young person.

The presence of any significant indicator for sexual exploitation should trigger a referral to Birmingham Children’s Trust. The significant indicators are:

- Having a relationship of concern with a controlling adult or young person (this may involve physical and/or emotional abuse and/or gang activity)
- Entering and/or leaving vehicles driven by unknown adults
- Possessing unexplained amounts of money, expensive clothes or other items

- Frequenting areas known for risky activities
- Being groomed or abused via the Internet and mobile technology; and
- Having unexplained contact with hotels, taxi companies or fast food outlets.
- Missing for periods of time (CSE and County Lines)

5. EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the young person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on young people. These may include interactions that are beyond the young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the young person participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another person. It may involve serious bullying (including cyber bullying), causing young people frequently to feel frightened or in danger, or the exploitation or corruption of young people. Some level of emotional abuse is involved in all types of maltreatment.

The following may be indicators of emotional abuse (this is not designed to be used as a checklist):

- The young person consistently describes him/herself in very negative ways – as stupid, naughty, hopeless, ugly
- Over-reaction to mistakes
- Delayed physical, mental or emotional development
- Sudden speech or sensory disorders
- Inappropriate emotional responses, fantasies
- Neurotic behaviour: rocking, banging head, regression, tics and twitches
- Self-harming, drug or solvent abuse
- Fear of parents being contacted
- Running away
- Compulsive stealing
- Appetite disorders - anorexia nervosa, bulimia; or
- Soiling, smearing faeces, enuresis.

N.B: Some situations where young people stop communicating suddenly (known as “traumatic mutism”) can indicate maltreatment.

6. RESPONSES FROM PARENTS/CARERS

Research and experience indicates that the following responses from parents may suggest a cause for concern across all five categories:

- Delay in seeking treatment that is obviously needed
- Unawareness or denial of any injury, pain or loss of function (for example, a fractured limb)
- Incompatible explanations offered, several different explanations or the young person is said to have acted in a way that is inappropriate to her/his age and development
- Reluctance to give information or failure to mention other known relevant injuries
- Frequent presentation of minor injuries
- A persistently negative attitude towards the young person
- Unrealistic expectations or constant complaints about the young person
- Alcohol misuse or other drug/substance misuse
- Parents request removal of the young person from home; or

- Violence between adults in the household
- Evidence of coercion and control.

7. DISABLED YOUNG PEOPLE

When working with young people with disabilities, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that may not be of concern on an ambulant young person such as the shin, maybe of concern on a non-mobile young person
- Not getting enough help with feeding leading to malnourishment
- Poor toileting arrangements
- Lack of stimulation
- Unjustified and/or excessive use of restraint
- Rough handling, extreme behaviour modification such as deprivation of medication, food or clothing, disabling wheelchair batteries
- Unwillingness to try to learn a child's/young person's means of communication
- Ill-fitting equipment, for example, callipers, sleep boards, inappropriate splinting
- Misappropriation of a child's/young person's finances; or
- Inappropriate invasive procedures.

APPENDIX 2 - DEALING WITH A DISCLOSURE OF ABUSE

When a student tells me about abuse they have suffered, what should I remember?

- Stay calm.
- Do not communicate shock, anger or embarrassment.
- Reassure the young person. Tell her/him you are pleased that s/he is speaking to you.
- Never enter into a pact of secrecy with the young person. Assure her/him that you will try to help but let the young person know that you will have to tell other people in order to do this. State who this will be and why.
- Tell her/him that you believe them. Young people very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the young person that it is not her/his fault.
- Encourage the young person to talk but do not ask "leading questions" or press for information.
- Listen and remember.
- Check that you have understood correctly what the young person is trying to tell you.
- Praise the young person for telling you. Communicate that s/he has a right to be safe and protected.
- Do not tell the young person that what s/he experienced is dirty, naughty or bad.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the young person may retract what s/he has told you. It is essential to record in writing, all you have heard, though not necessarily at the time of disclosure.
- At the end of the conversation, tell the young person again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's/young person's own language. Include any questions you may have asked. Do not add any opinions or interpretations.
- If the disclosure relates to a physical injury do not photograph the injury, but record in writing as much detail as possible.

NB - it is not education staff's role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and try to make time to talk.

Immediately after a Disclosure

You should not deal with this yourself. Clear indications or disclosure of abuse must be reported to Birmingham Children's Trust without delay, by the College Principal, DSL or in exceptional circumstances by the staff member who has raised the concern.

Young people making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening to and supporting a young person who has been abused can be traumatic for the adults involved. Support for you will be available from your Principal or DSL.

APPENDIX 3 - ALLEGATIONS ABOUT A MEMBER OF STAFF, GOVERNOR OR VOLUNTEER

1. Inappropriate behaviour by staff/volunteers could take the following forms:
 - **Physical**
For example, the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects, or rough physical handling.
 - **Emotional**
For example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's/young people's rights, and attitudes that discriminate on the grounds of race, gender, disability or sexuality.
 - **Sexual**
For example, sexualised behaviour towards students, sexual harassment, inappropriate phone calls and texts, images via social media, sexual assault and rape.
 - **Neglect**
For example failing to act to protect young people, failing to seek medical attention or failure to carry out an appropriate risk assessment.
 - **Spiritual Abuse**
For example using undue influence or pressure to control individuals or ensure obedience, follow religious practices that are harmful such as beatings or starvation.
2. If a young person makes an allegation about a member of staff, trustee, visitor or volunteer the Principal must be informed immediately. The Principal must carry out an urgent initial consideration in order to establish whether there is substance to the allegation. The Principal should not carry out the investigation him/herself or interview students.
3. The Principal should exercise and be accountable for their professional judgement on the action to be taken as follows:
 - If the actions of the member of staff, and the consequences of the actions, raise credible child protection concerns the Principal will notify Birmingham Children's Trust Designated Officer (LADO) Team¹ (Tel: 0121 675 1669). The LADO Team will liaise with the Chair of Trust Board and advise about action to be taken, and may initiate internal referrals within Birmingham Children's Trust to address the needs of children/young people likely to have been affected.
 - If the actions of the member of staff, and the consequences of the actions, do not raise credible child protection concerns, but do raise other issues in relation to the conduct of the member of staff or the student. These should be addressed through the college's own internal procedures.
 - If the Principal decides that the allegation is without foundation and no further formal action is necessary, all those involved should be informed of this conclusion, and the reasons for the decision should be recorded on the child's/young persons safeguarding file. The allegation should be removed from personnel records.
4. Where an allegation has been made against the Principal, then the Chair of the Trust Board takes on the role of liaising with the LADO Team in determining the appropriate way forward. For details of this specific procedure see the Section on **Allegations against Staff and Volunteers** in the West Midlands Child protection procedures.
5. Where the allegation is against the sole proprietor, the referral should be made to the LADO Team directly.

¹ In other authorities the LADO service is referred to as the Position of Trust Team (POT)

APPENDIX 4 - INDICATORS OF VULNERABILITY TO RADICALISATION

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
2. Extremism is defined by the Government in the Prevent Strategy as:
Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
3. Extremism is defined by the Crown Prosecution Service as:
The demonstration of unacceptable behaviour by using any means or medium to express views which:
 - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
 - Seek to provoke others to terrorist acts;
 - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
 - Foster hatred which might lead to inter-community violence in the UK.
4. There is no such thing as a “typical extremist”. Those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.
5. Students may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that college staff are able to recognise those vulnerabilities.
6. Indicators of vulnerability include:
 - **Identity Crisis** – the student is distanced from their cultural/religious heritage and experiences discomfort about their place in society
 - **Personal Crisis** – the student may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging
 - **Personal Circumstances** – migration; local community tensions; and events affecting the student’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy
 - **Unmet Aspirations** – the student may have perceptions of injustice; a feeling of failure; rejection of civic life
 - **Experiences of Criminality** – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration
 - **Special Educational Need** – students may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.
7. This list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.
8. More critical risk factors could include:

- Being in contact with extremist recruiters
- Family members convicted of a terrorism act or subject to a Channel intervention
- Accessing violent extremist websites, especially those with a social networking element
- Possessing or accessing violent extremist literature
- Using extremist narratives and a global ideology to explain personal disadvantage
- Justifying the use of violence to solve societal issues
- Joining or seeking to join extremist organisations
- Significant changes to appearance and/or behaviour; and
- Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis.

APPENDIX 5 - PREVENTING VIOLENT EXTREMISM - ROLES AND RESPONSIBILITIES OF THE SINGLE POINT OF CONTACT (SPOC)

The SPOC for The Hive College is Kim Everton, who is responsible for:

- Ensuring that staff of the college are aware that you are the SPOC in relation to protecting students from radicalisation and involvement in terrorism;
- Maintaining and applying a good understanding of the relevant guidance in relation to preventing students from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism;
- Raising awareness about the role and responsibilities of College in relation to protecting students from radicalisation and involvement in terrorism;
- Monitoring the effect in practice of the colleges curriculum to ensure that they are used to promote community cohesion and tolerance of different faiths and beliefs;
- Raising awareness within the college about the safeguarding processes relating to protecting students from radicalisation and involvement in terrorism;
- Acting as the first point of contact within the college for case discussions relating to students who may be at risk of radicalisation or involved in terrorism;
- Collating relevant information in relation to referrals of vulnerable students into the Channel² process;
- Attending Channel meetings as necessary and carrying out any actions as agreed;
- Reporting progress on actions to the Channel Co-ordinator; and sharing any relevant additional information in a timely manner.

² Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the West Midlands Police Counter-Terrorism Unit, and it aims to

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.

APPENDIX 6 - CORONAVIRUS

At the college we have procedures in place to support our students and their families. We are confident that our policy is encompassing and contains information that it is necessary to keep our students safe. It is constantly updated and reviewed to ensure that it is up to date and relevant.

We are however living in unprecedented times with the constant threat of COVID-19. At the moment, all of our students are at home and have been issued with home learning packs. Most of the college staff are working from home.

Because our students are at home, we have put in additional safeguarding measures.

Website

Our website has been updated with access to advice and contact information for parents.

Relevant numbers have been added these include:

- College contact details
- Police number
- NHS 111
- Social Services number including out of hours
- Special Educational Needs and Disability Independent Advice and Support Service
- Link to how to be added on to the Government extremely vulnerable list
- Links to Supermarkets Vulnerable lists for Food delivery
- Local Authority help and support

Links for help and support are also included:

- Samaritans
- Mind
- Headspace
- Edusafe

The site also includes advice on Mental Wellness.

Also, advice on keeping yourself safe and social distancing.

Safe and well Team

As part of our safeguarding procedures a safe and well team has been put in place in the event the college has to close. It is headed up by our Vice Principal. It consists of a team of 3 Teaching Assistants who would be based in their own homes. These 3 people each have a list of contacts:

- Parents are phoned twice a week, unless they request otherwise, or there are particular concerns.
- They are asked a few short questions to ascertain the well-being of the student and family and asked if they have everything they need.
- If the answer is positive, they are told that staff will phone again later in the week or next week.
- If parents are worried the workers talk to them to suggest ways to help or signpost them to different services, as not everybody has read the website information.
- This is then put onto our on-line system CPOMS which is then picked up by SLT safeguarding team and class staff. Staff read through these and respond appropriately.
- A rag rating system is used Green Amber and Red. Green is everything is ok, Amber they can't contact, or the family want work for the student. Red is a family in need. These are reported to the Vice Principal who can contact the family directly and arrange support.

- The Safe and Well team have a team meeting at 2.00 every weekday. Red rags or concerns are discussed.
- The Vice Principal and Family Support Worker keep in contact with issues arising.
- Concerns are then taken to a daily SLT meeting and reported with actions.

This system has been very well received by parents who sometimes just want to talk to someone. There is of course the usual problems with families who are hard to contact, but we continue to try by different methods.

This service will continue into the holiday and for as long as the students remain at home afterwards.

College has regard to the statutory safeguarding guidance, keeping children safe in education and refers to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance and update safeguarding procedures in line with DfE updates.

Coronavirus (COVID-19): keeping children safe online - College continues to consider the safety of their students when they are asked to work online. The teaching follows the principles as set out in college's a code of conduct.

The use of online learning tools and systems is in line with privacy and data protection requirements.